

**Guidance for Completing the  
Louisiana Department of Environmental Quality  
Engineering Review  
Activity Form**

**Introduction:**

The Louisiana Engineering Review Activity Form should be completed and attached to front of all notifications, reports, protocols and other documents requiring review that are submitted to the Engineering Support Group of the Air Permits Division of the Louisiana Department of Environmental Quality. The form will help ensure the document reaches the Engineering Support Group and facilitates the review process. Following the guidance presented below will ensure the form is completed properly. Proper completion of the form is required for a submittal to be considered complete. Incomplete submittals are not reviewed or considered received until the information missing from the submittal is received.

Nothing on the form should be deleted. Lines can be added only in those sections where it is suggested in the guidance.

**Section 1. Facility Information**

*Facility Name* – Enter the name by which the facility is commonly known.

*Agency Interest Number (A.I. Number)* - Enter the Agency Interest (AI) Number for the facility. The Agency Interest Number is a unique identifier assigned to each facility. Existing facilities in the state have AI numbers assigned to them. The AI Number may be found on the permit. If there is a question concerning the AI Number, please call the Air Permits Division for assistance. DO NOT GUESS.

*Company – Name of Owner* – Enter the name of the company that owns the facility.

*Company – Name of Operator (if different from Company – Name of Owner)* – Enter the name of the company that operates the facility, if this company is different from the one listed in the *Company – Name of Owner* field. Otherwise, leave this field blank.

*Parent Company (if Company – Name of Owner given above is a division)* – Enter the name of the parent company of the company listed in the *Company – Name of Owner* field, if one exists. Otherwise, leave this field blank.

*Parish(es) where facility is located* – Enter the parish(es) in which the facility is located.

**Section 2. Type of Submittal**

Please note that this section is broken into three categories: notifications, reports, and modeling. If you are unsure of your activity type, please contact the Engineering Support Group.

Check the boxes to indicate the type of submittal. Example: For an initial stack test, the box beside stack test and the box beside initial would both be checked.

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**Section 2. Type of Submittal**

In the Requirements column, beside the boxes checked, enter the regulatory requirement that prompted the submittal. (Example: NSPS Db, LAC 33:III.2121, etc.). If the submittal is required by more than one regulation, please enter all regulations that pertain. Lines may be added if more space is required.

Stack test and monitor certification notifications must be accompanied by a testing protocol.

Information on what to submit in a test notification and protocol can be found at

<http://www.deq.louisiana.gov/portal/DIVISIONS/AirPermits/EmissionTestingProgram.aspx>.

Test notifications submitted via the Stack Test Scheduling tool on the Department's website should **not** be mailed in.

The following types of reports should be sent to the Office of Environmental Compliance. They should not be sent to the Office of Environmental Services, and therefore, do not require use of this form:

- fugitive reports for 40 CFR 63 regulations,
- fugitive reports for Louisiana non-HON MACT,
- special reports required by a specific requirement in the permit (i.e. hours of operation, paint usage, etc.),
- Title V annual and semi-annual certifications,
- construction/startup notifications under 40 CFR 63 regulations,
- Notification of Compliance Status, and
- reports required by 40 CFR 61 regulations.

All CEMS downtime and excess emissions reports should be sent to the **Office of Environmental Services** and **do** require the use of this form.

**Section 3. Equipment Information**

The Equipment Information is entered into numbered boxes with each box representing a piece of equipment, stack, monitor, or area source. For each piece of equipment included in the submittal, complete a box. If more boxes are needed, they may be added as long as all the information is provided in the box.

*Equipment Description* – Enter the description of the equipment for which the submittal is being made. This should match the description in the current permit, including area sources.

*Subject Item ID* – Enter the Subject Item ID that goes with the Equipment Description provided above. This information is found in the currently effective permit

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**Section 3. Equipment Information**

*Currently Effective Permit Number* – Enter the permit number for the permit in which the equipment referenced above is permitted. The permit may cover the entire facility or only the unit in which the equipment is located. This permit number is found on the cover page of the current permit. For stack testing only, the permit listed should be the permit that was in effect at the time the test was performed. If there are any questions concerning the permit number, please contact the Air Permits Division.

*Activity Number* – The Activity Number is generated in TEMPO when a submittal is received; however, not all submittals receive an Activity Number. When an Activity is created in TEMPO for a submittal, the Activity Number will be provided to the company (via email or phone call) when the modeling protocol is approved. The Activity Number should appear on all information associated with the submittal that is sent to the Engineering Support Group.

*Yes Box* – The Yes Box should be checked when an Activity Number has been provided for an activity. Generally the company will have received an Activity Number after submitting a test protocol for an Initial CEMS Certification, an Initial COMS Certification, and/or an initial stack test. If there are any questions concerning the Activity Number, please contact the Air Permits Division at 225-219-3181.

*No Box* - The *No Box* should be checked when the company has not received an Activity Number.

**Section 4. Contact Information**

*“a. Person to contact with written correspondence”* – Enter the information for the person to receive any correspondence associated with the submittal. This should be a representative of the company that owns the facility. This person and the person preparing the report may be the same.

*“b. Person who prepared this report”* – Enter the information for the person who prepared the report. This person and the person receiving the written correspondence may be the same if they are a representative of the company.